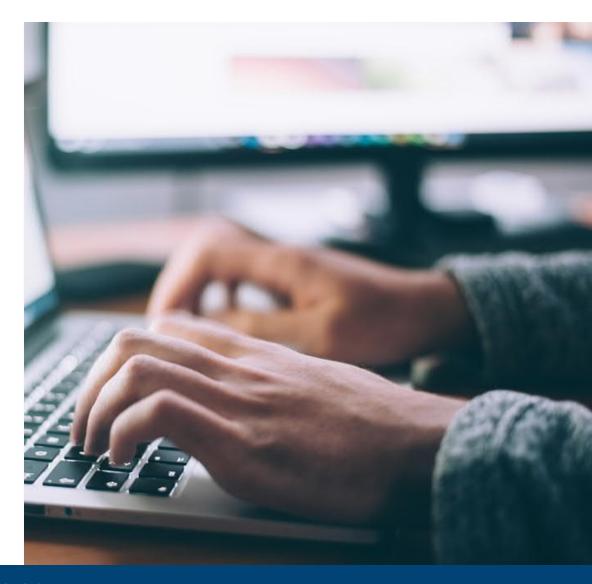
North Carolina Immunization Registry (NCIR)

Adding and Editing Historical Immunizations

User Guide

Last Updated: October 5, 2021





NCDHHS COVID-19 Response

Overview



Overview

What is the North Carolina Immunization Registry (NCIR)?

The **North Carolina Immunization Registry (NCIR)** is a secure, web-based clinical tool which is the official source for North Carolina immunization information. Immunization providers may access all recorded immunizations administered in North Carolina, regardless of where the immunizations were given.

The purpose of NCIR is:

- To create an accurate and complete immunization data to enhance services for patients, parents, health care providers, schools and child care facilities
- To assist in the evaluation of a child's immunization status and identify children who need (or are past due for) immunizations;
- To assist communities in assessing their immunization coverage and identifying areas of under-immunization.

Now, let's get started!



New vs. Historical Immunizations



New vs. Historical Immunizations (1 of 2)

• Immunizations are documented as "new" or "historical" <u>depending on whether or not they were given using inventory</u> managed in the NCIR.

Inventory managed in the NCIR: Inventory that has been added (i.e. Lot Number, NDC, Quantity on Hand) in the NCIR and is being tracked in the NCIR. To view NCIR-managed inventory, click **Manage Inventory** and then **Show Inventory**.

- If the dose IS from NCIR-managed inventory, document as a **New Immunization Entry**.
- If the dose is NOT from NCIR-managed inventory, document as a **Historical Immunization**.





New vs. Historical Immunizations (2 of 2)

New Immunization Entry

 Doses from inventory managed by an organization in the NCIR

Historical Immunization

 Immunizations entered into NCIR, but not using an organization's current inventory (such as when recording an out-of-state record)



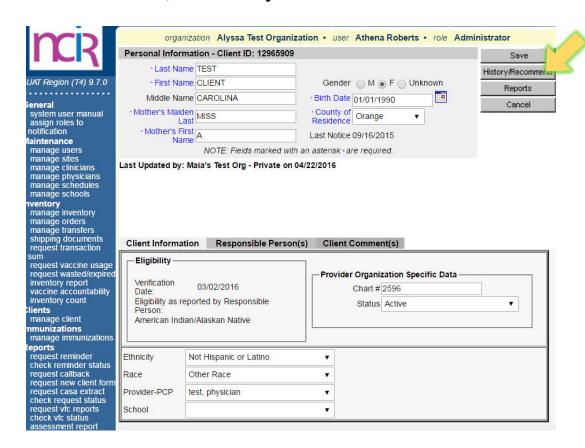


Steps for Adding Historical Immunizations



Step 1 of 9: Navigate to Client Record

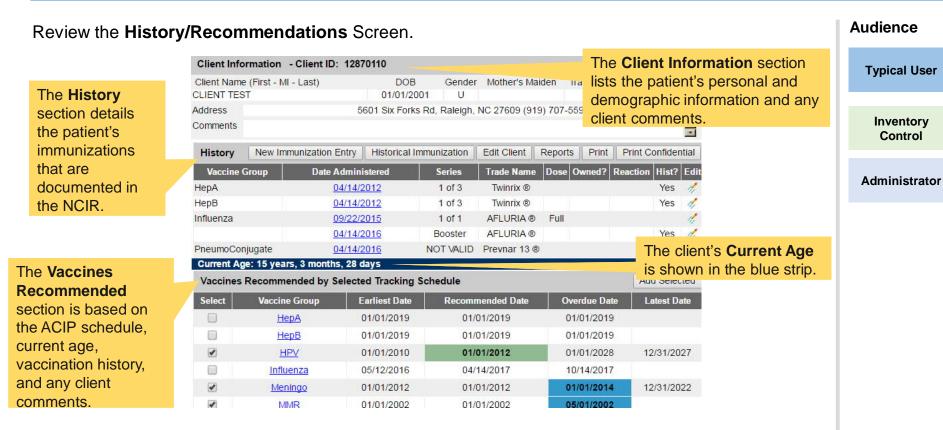
- Click Manage Client on the left-side of the home page and find your client.
- 2. From within the client record, click **History/Recommend**.







Step 2 of 9: Review History

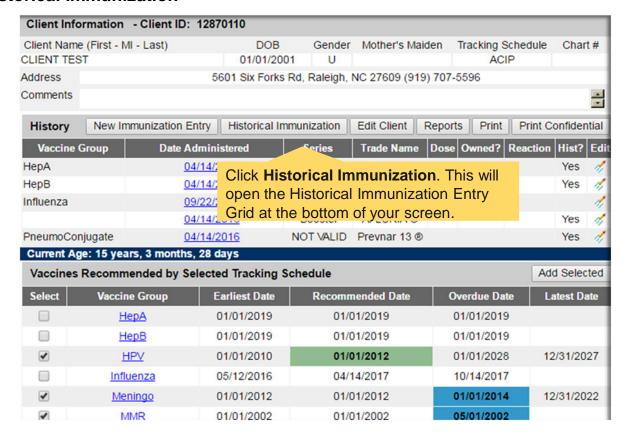


Make sure that you verify and compare your immunization record to the history already entered in the NCIR.



Step 3 of 9: Navigate to Historical Immunization

Click Historical Immunization

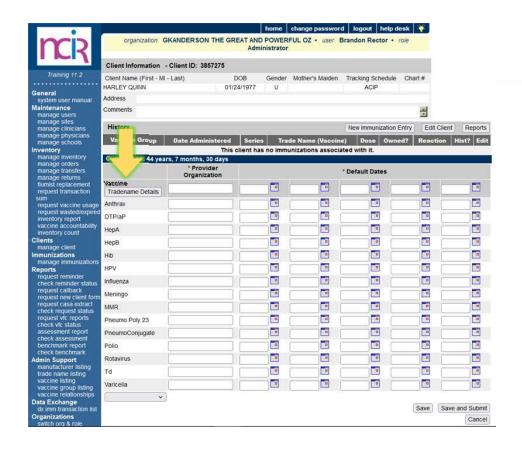






Step 4 of 9: Select Vaccine

1. Under the Vaccine column, find the vaccines to be documented.

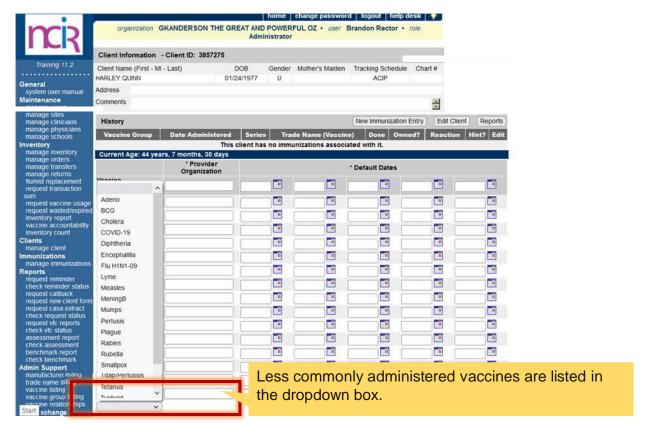






Step 4 of 9: Select Vaccine

2. If a vaccine is not listed, click the blank dropdown arrow in the last box in the **Vaccine** column.





Audience

Typical User

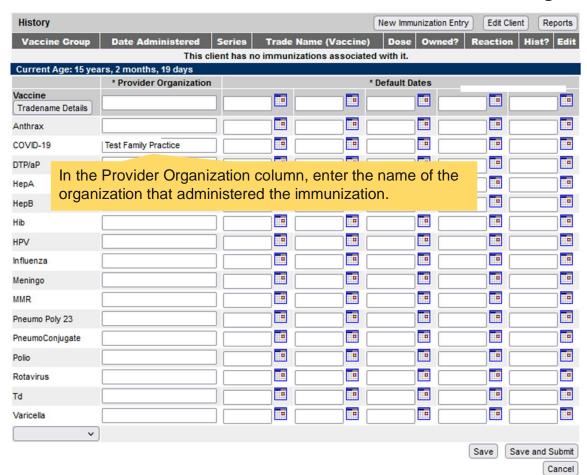
Inventory

Control

Administrator

Step 5 of 9: Document Provider Organization

In the first text box next to each vaccine to be documented, enter the **Provider Organization** name.

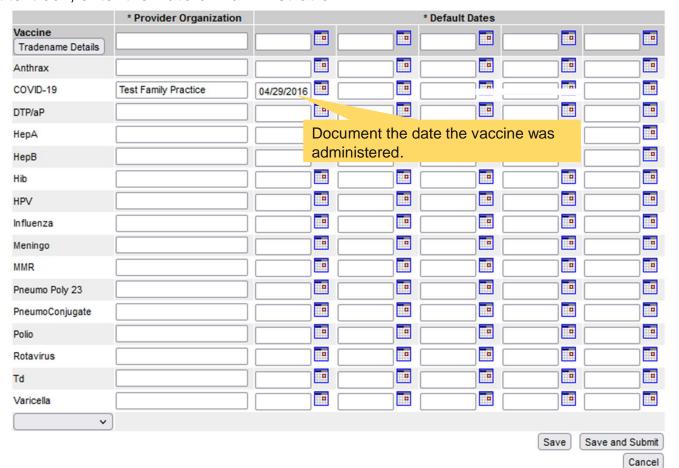






Step 6 of 9: Enter Date of Administration

In the next text box, enter the **Date of Administration**.

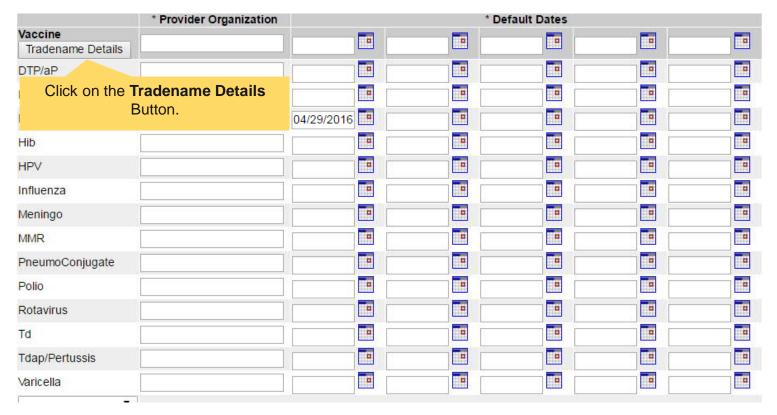






Step 7 of 9: Navigate to Tradename Details

Click Tradename Details.

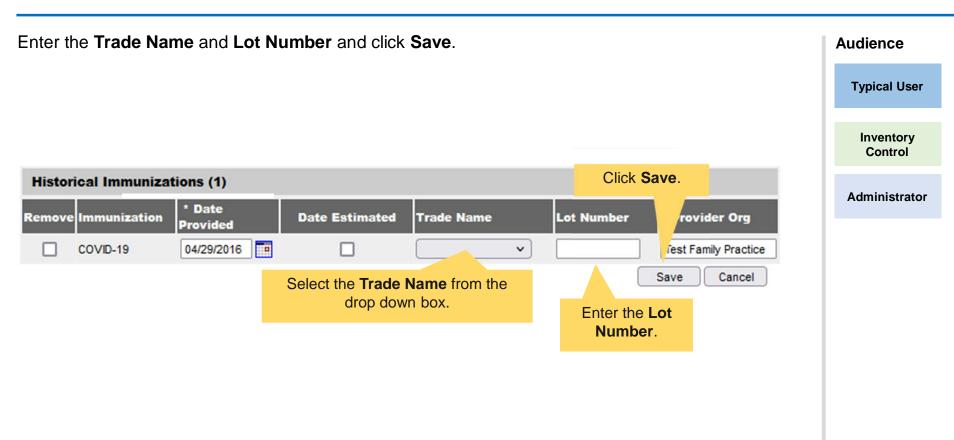


Audience
Typical User
Inventory
Control
Administrator

Note: You must document Trade Name and Lot Number in case of vaccine recall.



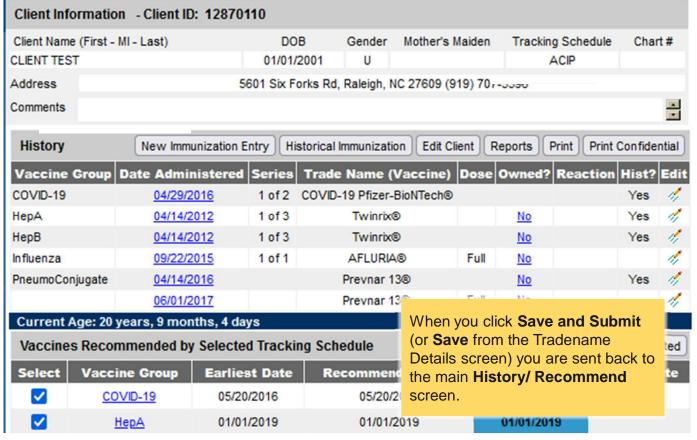
Step 8 of 9: Document Trade Name and Lot Name





Step 9 of 9: Review History

Review the history to verify that the documented immunizations were recorded accurately.





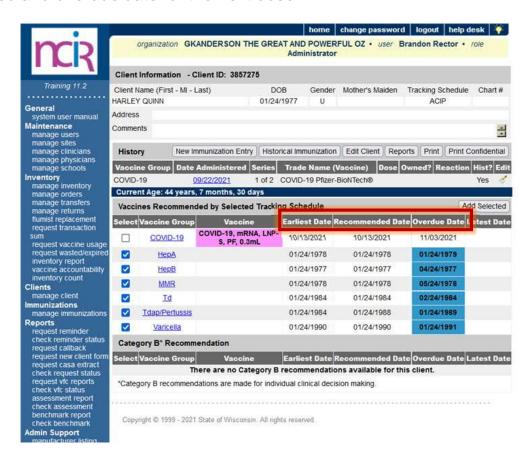


Additional Notes on Adding Historical Immunizations



Next Dose Dates

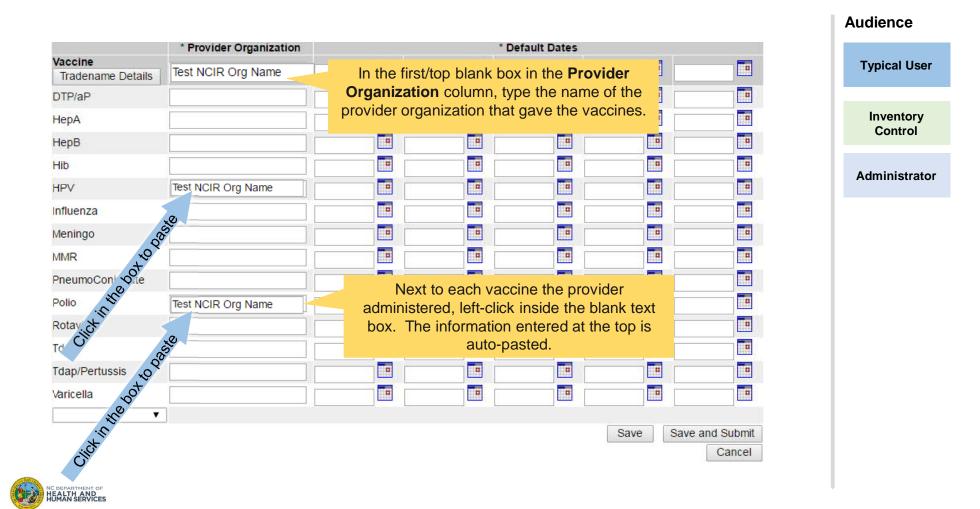
Whenever a new vaccine is added to a patient's record, the recommendations update to show the earliest/recommended and overdue date for the next dose.



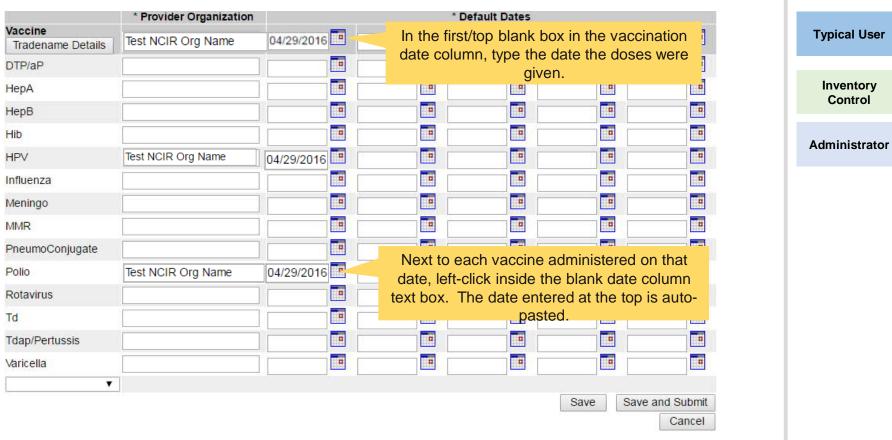




Short Cut: Adding Multiple Vaccines Administered by the Same Provider



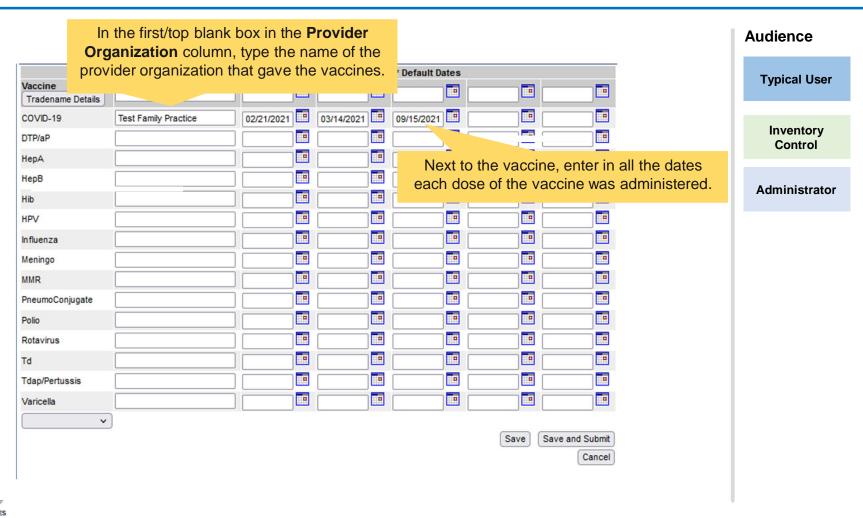
Short Cut: Adding Multiple Vaccines Administered on the Same Day





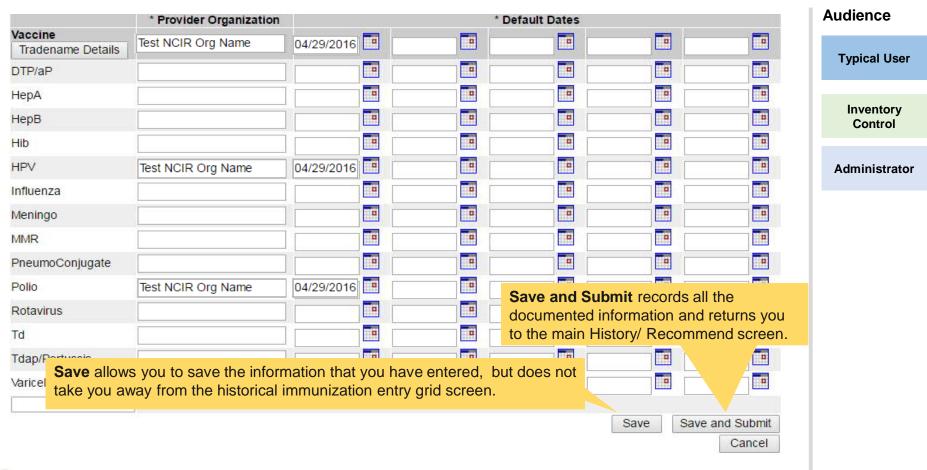
Audience

Short Cut: Adding Multiple Dates of the Same Vaccine by the Same Provider





Save vs. Save and Submit





Editing Historical Immunizations



When to Edit a Historical Immunization

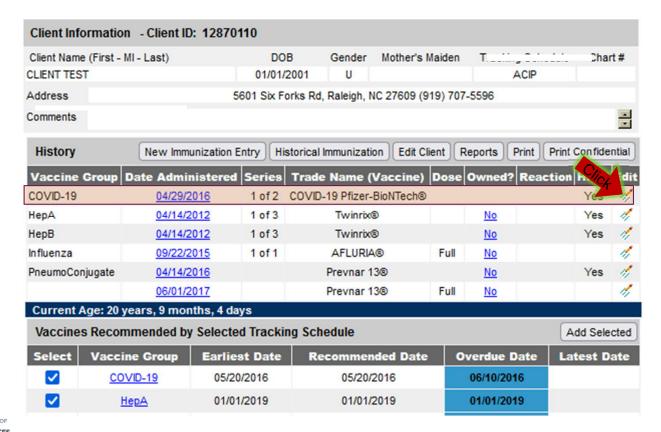
- To correct information documented inaccurately
 - o The Trade Name
 - o Vaccine Lot Number
 - Date Provided
 - o Provider Org Name
- To document a vaccine reaction for that specific dose
- To delete the dose

Any organization is able to edit information documented for a historical immunization regardless of which organization recorded the dose.



Step 1 of 2: Navigate to the Dose

- 1. In the **History** section in the client record, find the row with the dose that needs to be edited.
- Click on the icon in the Edit column (last column).







Step 2 of 2: Edit the Dose

Make the edits and click Save.

(Or click **Delete** and then **OK** to delete the dose).



From the **Edit** screen you can change the following information for a historical dose:

- Trade Name
- Vaccine Lot Number
- Date Provided
- Provider Org Name

You are also able to add **Reactions to IMMUNIZATION** on this page by selecting the corresponding reaction at the bottom of the screen.

Audience

Typical User

Inventory Control

Administrator



Where to Go for More Help?





Contact your Regional Immunization Program Consultant (RIC)

The RIC Coverage Map with contact information is located on the Immunization Branch website:

https://www.immunize.nc.gov/contacts.htm

NC Vaccines Help Desk

1-877-873-6247

(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)

https://ncgov.servicenowservices.com/csm_vaccine?id=immunizations&sys_id=69f035b11b037c9099510f6fe54bcbee



Appendix



NCIR Roles

| NCIR Role | Role Definition | Corollary Role in CVMS |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Reports Only | This person in NCIR is only able to search for clients and view/print client specific records. | N/A |
| Typical User | Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role. | Healthcare Provider |
| Inventory Control | Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles. | N/A |
| Administrator | Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles. | Location Manager |

